



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SERVICES CENTER
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CHANGE NO. 5
DoD 4100.39-M

CH 5
DoD 4100.39-M -
Volume 4 - CH 6-5

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FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 4, DoD 4100.39-M, 1 January 1995, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by ***bold-face italic*** type. Deletions are indicated in the Significant Changes paragraph below.

	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Glossary	iii and iv, ix and x, xiii thru xxiv, xxix thru xxxv	iii and iv, ix and x, xiii thru xxiv, xxix thru xxxv
Table of Contents	1 thru 4	1 thru 4
Chapter 1	4.1-1 thru 4.1-4	4.1-4 thru 4.1-7
Chapter 5	4.5-7 thru 4.5-9	4.5-7 thru 4.5-9
Chapter 8	4.8-3 thru 4.8-7	4.8-3 thru 4.8-7
Chapter 9	4.9-1 thru 4.9-3	4.9-1 thru 4.9-3
Chapter 10	4.10-1 thru 4.10-3	4.10-1 thru 4.10-3
Chapter 18	4.18-1 thru 4.18-21	4.18-1 thru 4.18-21

II. SIGNIFICANT CHANGES. The page changes are effective upon receipt.

BY ORDER OF THE DIRECTOR:

RANDALL B. HAGLUND
Colonel, USMC
Commander
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III. This change sheet will be filed in front of Volume 4 for reference purposes after changes have been made.

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GLOSSARY
PART I - ACRONYMS

		Volume(s)			Volume(s)
AAC	Acquisition Advice Code	6,14,15	APSN	Association Package Sequence Number	
ACN	Advance Change Notice, FLIS	1,2	AQL	Acceptable Quality Level	2,14
ADC	Air Dimension Code	15	AR	Army Regulation	2,6,13
ADP	Automatic Data Processing	1,3,4,7	ARC	Accounting Requirements Code	15
ADPEC	Automatic Data Processing Equipment Identification Code	6,15	ASCII	American National Standard 2 Code for Information Interchange	
ADPP	Automatic Data Processing Point	15	ASD	Assistant Secretary of Defense	
ADPS	Automatic Data Processing System	1	ASPR	Armed Services Procurement Regulation	7
AEDA	Ammunition, Explosives, and Other Dangerous Articles	10	CAC	Civil Agency Catalog	15
			CAGE	Commercial and Government Entity Code	1,2,4,5, 6,7,14,15
AFFC	Air Force Fund Code				
AFLC	Air Force Logistics Command	6,13	CAO	Contract Administration Office	1,15
AFM	Air Force Manual	6,13	CB	Change Bulletin	15
AIN	Approved Item Name	3,4,6	CCAL	Certified Contractor Access List	15
AINRP	Approved Item Name Reclassification Program	6	CDA	Catalog Data Activity	6
AMC	Acquisition Method Code	6,14	CIC	Card Identification Code, Item Management Coding	4,6,14 2
AMSC	Acquisition Method Suffix Code	6,14		Content Indicator Code	2
ANSI	American National Standards Institute, Inc.	2,3,7		Continuation Indicator Code	

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		Volume(s)			Volume(s)
CIT	Consumable Item Transfer	6	DIA	Defense Intelligence Agency	13
CMD	Catalog Management Data	1,2,4,5, 6,7,14,15	DIC	Document Identifier Code	1,2,4,6,7, 13,14,15
COM-RI	Communications Routing Identifier	2,6	DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13
CSS	Cataloging Statistical Series	2,14	DISC	Defense Industrial Supply Center	2,14
DA	Description Available	15	DLA	Defense Logistics Agency	1,2,4,5,6, 13,14,15
DAAS	Defense Automatic Addressing System	1,2,6	DLAH	Defense Logistics Agency Handbook	
DAASO	Defense Automatic Addressing System Office	1,2,4, 5,6,14	DLAR	Defense Logistics Agency Regulation	6,13
DAC	Document Availability Code	4	DLSC	Defense Logistics Services Center	All
DCN	Document Control Number	1,4	DM	Descriptive Method (Item Identification)	2,14
DCSC	Defense Construction Supply Center	2,14	DNA	Defense Nuclear Agency	2,4,6,13,14
DCSN	Document Control Serial Number	6	DNACA	Defense Nuclear Agency Cataloging Activity	4
DD Form	Department of Defense Form	1,2,3, 4,5,7,15	DoD	Department of Defense	All
DEMIL	Demilitarization	4,15	DoDAAC	Department of Defense Activity Address Code	All
DESC	Defense Electronics Supply Center	2,14	DoDAAD	Department of Defense Activity Address Dictionary	
DFSC	Defense Fuel Supply Center	2,14			
DGSC	Defense General Supply Center	2,14			
DHCO	Departmental Headquarters Catalog Office	2,14			

		Volume(s)			Volume(s)
RM	Reference Method (Item Identification)	2,4,14	SIC	Statistical Indicator Code	
	Retail Manager	6	SICA	Secondary Inventory Control Activity	1,2,5,6, 13,14
RNAAC	Reference Number Action Activity Code	1,2,4	SICC	Service Item Control	2,6,13,14
RNCC	Reference Number Category Code	2,4,5,6,15	SIN	Center	
RNFC	Reference Number Format Code	4,5	SLC	Submittal Identification Number	
RNJJC	Reference Number Justification Code	1,4	SMIC	Shelf Life Code	2,6,15
RNSC	Reference Number Status Code	4	SNOCA	Special Material Identification Code	15
RNVVC	Reference Number Variation Code	5,6,15	SoS	Service Nuclear Ordnance Cataloging	4
ROFC	Remote Output Format Code	16	SoSM	Activity	
RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4	SPSN	Source of Supply Code	1,2,4,6, 4,15
S/A	Military Service/Civil Agency	2,13,14	SR	Source of Supply Modifier Code	
SAC	Secondary Address Code	3,4	SSR	Submitted Package Sequence Number	
SADC	Service/Agency Designator Code	2,4,15		Standard Requirement	4
SAIC	Secondary Address Indicator Code		STDB	Supply Support Request	1,2,6,13
SCN	System Control Number	1,4		System Support Record	1,2,5,6, 7,13,14,15
SCR	System Change Request (FLIS)	1,6,15		Standard Test Data Base	1
SFM	Simplified File Maintenance	1,2			

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		Volume(s)
TACOM	U.S. Army Tank Automotive Command	2,6,13,14
TIC	Terminal Identifier Code	
TSN	Terminal Serial Number	
UFC	Uniform Freight Classification (Code)	1,6,15
U/I	Unit of Issue	2,6,15
U/M	Unit of Measure	
U/P	Unit Price	15
USCG	United States Coast Guard	1,2,6

	Volume(s)
Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC, the IMM is the sole submitter of cataloging actions related to items of supply in the applicable class. <i>The IMM is the sole submitter of cataloging actions, both new or changed data and new, reinstatement, or revised item identifications, for items managed in the applicable class. This also includes proposals for new or revised cataloging tools related to FSCs under the activity's cognizance.</i>	2,4
Category B Single Submitter. Where management and cataloging responsibility is established on a by item basis within a given FSC, the IMM is the sole submitter of proposed catalog data changes against existing item identifications representing items of supply under the management cognizance of that activity. This <i>includes cataloging action, both new or changed data, and new, reinstatement, or revised item identifications, for items managed under the activity's cognizance.</i>	2
Central Catalog File. See FLIS Data Bank.	2,4
Change Bulletin. Publications issued following a basic edition for updating purposes. The data content is cumulative. Change bulletin is synonymous with the terms "advance notice" and "supplement".	15
Change Coding. The method of changing data elements previously furnished as a result of IMC. Excluded are changes from Service management to Integrated Materiel Management or vice versa. Such latter changes shall be accomplished under initial, maintenance, retroactive, or return coding as appropriate.	6
Change Indicator. See DRN 0122, volume 12.	
Characteristics Reply. The total reply to a FIIG requirement in MILSTICCS format. It consists of the primary address code and may consist of a secondary indicator code, along with a secondary address code (if applicable), or it may consist of a double dollar symbol (\$\$) to identify the AND condition or a single dollar symbol (\$) to identify the OR condition. These symbols will be used to chain materials and the like which do not govern other requirements. Also included is the mode code and the item characteristics (either clear text or coded or a combination of the two as specified in the FIIG) followed by the record separator symbol.	3,4
Codification Project Code. A two-character alphabetic code assigned by the Defense Logistics Services Center (DLSC) to identify catalog data related to a codification project for NATO or other foreign countries.	4
Collaborating Activity. An activity designated by a Military Service or participating agency to review proposed item logistics changes.	2,4
Collaborator Code. See DRN 2533, volume 12.	2,13

Volume(s)

Commercial and Government Entity Code (CAGE). Any reference number entered into the Federal Catalog System will have a CAGE Code assigned to it prior to entering the central catalog file. The CAGE Code is a five character data element assigned to establishments which are manufacturers or have design control of items of supply procured by the Federal Government. The first position and last positions of a CAGE Code will be numeric. Under certain conditions revision actions shall be initiated by DLSC: When a CAGE Code is cancelled and replaced by a code assigned to a single manufacturer; or when DLSC cannot determine, without collaboration, which items formerly manufactured by a defunct organization are now manufactured by the acquiring organization(s).

Where the applicable CAGE Code cannot be determined under the conditions cited above, recorded cataloging activities shall initiate appropriate action to update the central catalog file. DLSC will not cancel a CAGE Code until all numbers of that manufacturer have been withdrawn.

Commodity Materiel Management Category Code - DoD. See DRN 2611, volume 12.

Compiler. A term used to denote the activity responsible for the preparation and maintenance of a catalog.

Concept Change. A concept change is determined to exist when the identification characteristics expressed by the proposed revision of a Federal item identification differ in content from those expressed by the Federal item identification, and both item identifications represent possible items of supply.

4

Condition Codes. A condition code is assigned to Approved Item Names to indicate whether the name may be classified in single or multiple FSC(s) as follows:

Code 1 - The AIN may be classified in only one specific FSC.

Code 2 - The AIN may be classified in two or more specific classes of the FSC structure.

Code 3 - The AIN may be classified in any logical class of the FSC structure.

Consumable Item Transfer (CIT). A special project transferring consumable items now managed by military services to DLA or GSA.

6

Content Indicator Code. The Content Indicator Code (CIC) consists of four alphabetic characters which appear in positions 5 through 8 of an Automatic Digital Network (AUTODIN) message header and End of Transmission (EOT). It is designed primarily for use by the receiving communications terminal as an aid in determining distribution of data messages. All catalog data being transmitted requires a CIC.

2

	Volume(s)
Continuation Indicator Code (CIC). See DRN 8555, volume 12.	1,4
Contract Administration Office Code (CAO). See DRN 8870, volume 12.	1,15
Controlled Inventory Item Code (CIIC). See DRN 2863, Volume 12.	15
Conversion. The transformation of a value to an equal or equivalent value in a different term or scale.	3
Coordinating Activity. An activity having the responsibility for inter-Service/ Agency coordination.	
Criticality Code. See DRN 3843, volume 12.	1,4,5,15
Data Chain. A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4,5
Data Changes. All transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2,4,6
Data Code. A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense Nuclear Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
Data Element. A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1,4,5,6, 7,15
Data Element Dictionary (DED). An authoritative reference containing the definition and related features of data elements, data chains, and data use identifiers. See volume 12.	1
Data Element Terminator Code. See DRN 8268, volume 12.	1,4
Data Exchange. The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2

Volume(s)

Data Item. A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.

Data Range Criteria. Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.

Data Record Number (DRN). See DRN 0950, volume 12.

3

1,2,4,5,
6,7,15

Defense Retail Interservice Support (DRIS) Program. A program designed to use inter-Service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.

Deletion Reason Code. See DRN 4540, volume 12.

6,14

Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.

4,15

Department of Defense Activity Address Code (DoDAAC). See DRNs 0395 and 6550, volume 12.

Department of Defense Activity Address Directory (DoDAAD). The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.

Department of Defense Ammunition Code (DoDAG). See DRN 3767, volume 12.

3,15

Depot Source of Repair (DSOR). An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service cataloging function.

6

Design Control Reference. The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.

2,4

Document Availability Code (DAC). See DRN 2640, volume 12.

Document Control Serial Number. See DRN 1000, volume 12.

1,5,6

	Volume(s)
Document Control Number. See DRNs 1015 and 3920, volume 12.	4,5,6,15
Document Identifier Code (DIC). See DRN 3920, volume 12.	1,2,4, 5,6,7, 13,14, 15
DoD/Federal Functional Manager. The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-MM), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).	1
DOE Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through DNA and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE 87991.	4
DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense Nuclear Agency (DNA) and may be categorized as "war reserve quality", "training quality", or "single quality".	4
Drop Table. Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.	1
Economic Feasibility. The determination of the cost effectiveness of a data system change. Design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development.	1
Effective Date (ED). The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.	2,5,6,13

	Volume(s)
Electronic Data Transmission. This is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and-forward (message switching) basis and subscriber (circuit switching) basis. (Formerly: Automatic Digital Network (AUTODIN)).	1,2,4, 5,6,7
Electronic Data Transmission Message Control. A procedure that may be used by interested recorded users to identify and verify receipt of FLIS data transmitted <i>electronically</i> for a fixed time period. See volume 8, DIC KWA.	2
Electrostatic Discharge Code. A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic interference damage.	8,9,10,15
End of Transmission (EOT). An ADP term indicating the conclusion of a transmission.	
Equivalency Criteria. Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.	3
Estimated Demand. See DRN 0727, volume 12.	
Estimated or Actual Price. See DRN 0731, volume 12.	
Expendability, Recoverability-Reparability Code (ERRC). See DRN 2655, volume 12.	
Extra Long Characteristics Description (ELCD). Characteristics description data which consists of 5,000 characters or more.	2,3,4
Extra Long Reference Number (ELRN). A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2,3,4
Federal Catalog System. A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1,3,4,6, 14,15

	Volume(s)
Federal Cataloging Program Statistical Series. A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program.	14
Federal Item Identification (FII). A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data.	2,4,6
Federal Item Identification Guide (FIIG). A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data.	1,2,3,4, 5,7,14,15
Federal Item Name Director (FIND). Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications.	4,15
Federal Logistics Information System (FLIS) An ADP system designed to provide a centralized data bank in support of the Department of Defense, Federal Civil Agencies, and foreign countries participating in the integrated logistics support program.	All
Federal Supply Classification (FSC). Permits the classification of all items of personal property used by participating activities. Groups and classes have been established for the universe of commodities with emphasis on the items known to be in the supply systems of participating activities. This classification system with its present structure of groups and classes represents those groupings and relationships which are based on current, as well as anticipated, management needs. The Federal Supply Classification structure is modified, as the needs of management change, by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions of classes. The uniform Federal Supply Classification is governed by daily management requirements and provides uniform management categories throughout military activities and Civil Agency organizations, functions, operations, and supply pipelines. It permits greater uniformity within and between Military Services and Civil Agencies in the operations of reporting, accounting, financial management, inventory control, and budgeting.	1,2,3,4, 5,6,13, 14,15
Federal Supply Classification Group 11, Nuclear Ordnance. A Federal Supply Classification group which includes those nuclear ordnance items which are not specifically commodity classified elsewhere.	4
Federal Supply Group (FSG). See DRNs 3994 and 3996, volume 12.	1,5,6, 13,14,15

	Volume(s)
File Maintenance Sequence Number (FMSN). See DRN 1515, volume 12.	4,6
Financial Inventory Accounting (FIA). Establishment and maintenance of inventory accounts in monetary terms and the rendition of reports thereon. Covers materiel in storage, in process, on hand, in transit, and on consignment.	
Foreign Countries (FC). (Changed from: Friendly Foreign Governments). A non-NATO nation participating in the Federal Cataloging Program through an agreement which provides for the furnishing of Federal catalog data and cataloging services by the United States on a reimbursable basis.	1,2,4,5 6,7,15,
FLIS Advance Change Notice. A notification, to users of DoD 4100.39-M, of changes that must be implemented in the period between quarterly publication of changes and revisions.	1
FLIS Data Bank. A totally integrated logistics information repository, including graphics, necessary to support the various logistics functions. The central data bank is organized in two segments, the FLIS data base segment and the System Support Record segment.	1,2,3,4, 5,6,15
Freight Classification. The division of articles into groups according to physical characteristics for the purpose of transportation.	1,2,4,5, 6,15
Full Descriptive Method of Item Identification. The descriptive method of item identification establishes and delimits the concept of an item of supply by the delineation of the essential characteristics of the item which give the item its unique character and serve to differentiate it from every other item of supply. It may contain other characteristic data not used in the assignment of an NSN as specified in section III of the specific FIIG. The Full Descriptive Method (FDM) technique of item identification is a type 1 item identification which contains all essential characteristics of an item and differentiates it from every other item of supply.	2,4,14
Functional Description (FD). The FLIS FD provides:	1,8,9
a. The system requirements to be satisfied which will serve as a basis for mutual understanding between the user and the developer.	
b. Information on performance requirements, preliminary design, and user impacts including fixed and continuing costs.	
c. A basis for the development of systems tests.	
Functional Manager, DoD/Federal. See DoD/Federal Functional Manager.	
Functional/Operational Index (F/O). An index in grid form designed to assist the user in relating the item identification characteristics with the various logistic functions for data output products.	3,5,15

	Volume(s)
Gaining Inventory Manager (GIM). The inventory manager responsible for assuming wholesale materiel management functions.	2,6
Guide Number, Federal Item Identification Guide (FIIG). See DRN 4065, volume 12.	2,4
Hazardous Materiel Code (HMC). See DRN 2720, volume 12.	1,6,15
Hazardous Material Indicator Code. A code instructing the user on the type of hazardous material(s) used.	8,9,10,15
Immediate Response. The time elapsed from the point at which DLSC receives the last character of input data until DLSC transmits the first character of output data will not exceed one minute.	16
Industrial Plant Equipment (IPE). IPE is that part of DoD-owned plant equipment with an acquisition cost of \$1000 or more; used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations. IPE is further identified by noun name in joint DoD Handbooks, DLAH 4215 series.	
Initial Coding. Application of the established IMC criteria by the ICPs to all National Stock Numbered items existing in FSC classes newly designated as commodity oriented.	6
Initiating Activity. An activity assigned the responsibility for the development, coordination, reconciliation, and submittal to DLSC of a completed FIIG and follow-up maintenance.	3
Integrated Materiel Manager (IMM). <i>The DoD activity or agency that has been assigned wholesale integrated materiel management responsibility for the DoD and participating Civil Agencies. Integrated materiel management responsibilities include cataloging, requirements determination, procurement, distribution, overhaul repair and disposal of materiel. The terms Integrated Materiel Manager (IMM), Inventory Control Point (ICP) and Materiel Manager are synonymous.</i>	1,2,4, 6,13
Interchangeability and Substitutability (I&S). Conditions which permit the exchange of one item for another without affecting design or performance beyond acceptable limits.	1,5,6,14
Inventory Account Code - Coast Guard. See DRN 0708, volume 12.	1

	Volume(s)
Inventory Control Point (ICP). An organizational unit within the supply system of a Military Service/Defense Logistics Agency which is assigned the primary responsibility for the management of a group of items, either within a particular Military Service or for the DoD as a whole. Responsibilities include computation of quantitative requirements; the authority to require procurement, repair materiel, or initiate disposal; development of world-wide quantitative and monetary inventory data; and the positioning and repositioning of materiel.	6,13,14
Item Characteristics. Physical, performance, and other item-related logistics data required to describe, differentiate, and manage items of supply.	3,4
Item Identification (II). A collection and compilation of data to describe an item. The minimum data to develop an item identification are a combination of the item name, FSCM, manufacturers' identifying part/reference number, Reference Number Category Code (RNCC), and Reference Number Variation Code (RNVC). The maximum data required are the item name, all of the physical and performance characteristics data prescribed by a specific FIIG, and the manufacturers' identifying part/reference number. It may also include additional related reference numbers.	1,2,3,4, 5,6,13, 14,15
Item Intelligence. The sum total of data for a given item.	4
Item Intelligence Maintenance (IIM). A function in FLIS which provides for the processing of adjustments/revisions to established item identifications and characteristics in the FLIS data base	
Item Logistics Data Transmittal (ILDT). The medium used for formatting data required to be transmitted to the data bank.	4
Item Management Classification Activity (IMCA). See DRN 4075, volume 12.	2,6
Item Management Coding (IMC). The process of determining whether items of supply in <i>Federal Supply Classes assigned for Integrated Materiel Management qualify for management by the individual DoD components other than DLA or GSA. Coding is accomplished in accordance with DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items.</i>	1,2,6, 13,14
Item Management Coding Activity (IMCA). See DRN 2748, volume 12.	2,6,13,14
Item Management Statistical Series (IMSS). A series of informational type documents providing statistical data in support of the Federal Catalog System.	6,14
Item Name. See DRNs 5010 and 5020, volume 12.	1,3,4, 5,6,15

	Volume(s)
Item Name Code (INC). See DRN 4080, volume 12.	1,3,4,5 6,14,15
Item of Production. Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.	4
Item of Supply. An item of supply may be a single item of production or two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and that are comparable in terms of use. It is more meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, or may be a modification (accomplished by the user or at request of the user) of a normal item of production.	2,3,4, 5,6,7, 14,15
Item Standardization Code (ISC). See DRN 2650, volume 12.	1,4,5, 6,14,15
Key Data Element(s). Data element(s) submitted to obtain the desired interrogation/search output as specified by the Output Data Request Code.	5
Language Media Format (LMF). A code used for AUTODIN transmission to the FLIS data bank. The code indicates source media and preferred output media.	2
Less Than Carload Rating Code (LCL). See DRN 2760, volume 12.	1,2,15
Less Than Truckload Rating Code (LTL). See DRN 2770, volume 12.	1,2,15
List. One of the types of catalogs within a series of publications.	4,15
Losing Inventory Manager (LIM). The inventory manager responsible for relinquishing wholesale materiel management functions.	2,6
Maintenance Action Code (MAC). See DRN 0137, volume 12.	6
Maintenance Coding. Application of the approved IMC criteria by the ICPs to all new or existing National Stock Numbered items which enter FSC classes subject to IMC after initial IMC has been accomplished.	6
Major Organizational Entity (MOE). The principal subdivision of Government organization under which component organizational entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, GSA, etc.).	1,2,3,4, 5,6,13, 14,15
Management Cognizance. The duties and responsibilities of a DSC, a Military Service activity, other DoD activity(ies), FAA, or GSA for management of an item of supply to the extent indicated by the MOE Rule.	2,6

	Volume(s)
Manufacturer (MFR). A manufacturer may be an individual, company, firm, corporation, or Government activity that controls the design and production of an item, or produces an item from crude or fabricated materials or components, with or without modification, into more complex items.	4,7
Mass Change Processing. Mass change processing falls into two categories. Pre-programmed mass change is initiated by an SSR transaction which triggers or permits subsequent multiple actions to the DLSC and/or Service/Agency files. Special project mass change will require that original analysis and programming be accomplished to accommodate the requested actions.	1,2,6
Mass Data Retrieval. Mass data retrieval is designed to extract segment data from the FLIS Data Base or partial or complete files from the SSR based on the input of key data element(s). The content of the segments from the FLIS data base and the content of data elements from the SSR will be controlled through input of the appropriate Output Data Request Code DRN as indicated in volume 10, table 28 (Output Data Request Code/Access Key(s)).	1,5
Master Requirement Code (MRC). See DRN 3445, volume 12.	1,3,4,5,15
Master Requirements Directory (MRD). A publication containing the requirements, reply tables, Military Standard Item Characteristics Coding Structure (MILSTICCS), Master Requirement Codes (MRCs), and mode codes contained in published Federal Item Identification Guides (FIIGs).	1,3,5
Materiel Category Codes (MCC). See DRNs 2680 and 9256, volume 12.	
Materiel Condition Codes (MCC). See DRN 2835, volume 12.	
Materiel Management. Direction and control of those aspects of logistics which deal with materiel, including the functions of identification, cataloging, standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, maintenance, mobilization planning. Encompasses materiel control, inventory control, inventory management, and supply management.	2,6
Materiel Management Aggregation Code - AF (MMAC). See DRN 2836, volume 12.	1,13
Materiel Manager (MM). The director or organizational component responsible for performing the materiel management functions for assigned items.	1
Mechanization of Warehousing and Shipment Processing (MOWASP). A uniform data system designed to maintain consolidated freight location data and shipment handling information.	6

	Volume(s)
Possible Duplicate Item-of-Supply Concepts. An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).	4
Precious Metal Indicator Code (PMIC). A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).	8,9,10,15
Price Validation Code, Air Force (PVC). See DRN 0858, volume 12.	
Primary Inventory Control Activity (PICA). See DRN F 2866, volume 12.	1,2,4,5, 6,13,14
Primary Reference Number. The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".	4
Priority Indicator Code (PIC). See DRN 2867, volume 12.	2,4,5,14
Procurement Method Code (PMC). See DRN 2871, volume 12.	6,14
Procurement Method Suffix Code (PMSC). See DRN 2876, volume 12.	6,14
Production Lead Time. See DRN 0730, volume 12.	
Proposed Original Item Identification. An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2,4
Provisioning Screening Master Address Table (PSMAT). See DRN 0232, volume 12.	1,5,7
Provisioning Supply Support Request. Indicated by Card Identification Code P to show that a Supply Support Request received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2,6

	Volume(s)
Qualitative Value. The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
Quantitative Value. The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3
Quantity Unit Pack (QUP). See DRN 6106, volume 12.	6,15
Rail Variation Code. See DRN 4760, volume 12.	1,2,6,15
Reactivation Coding. Application of the approved IMC criteria by the ICPs to inactivated NSNs for which a IMM was the last manager, and the ICP is not currently recorded as a user.	6
Receiver Code. See DRN 2534, volume 12.	
Record Separator. The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
Reference Drawing. <i>Reference Drawing Groups (RDG) appear in Appendix B of the Federal Item Identification Guide (FIIG). The drawings will be isometric when possible, and will be configured with dimensional requirements necessary to describe basic item features.</i>	
Reference Method of Item Identification (RM). The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2,4,6,14
Reference Number. A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and the manufacturers trade name, when the manufacturer identifies the item by trade name only; NATO Stock Numbers; specification or standard part, drawing, or type numbers. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.	2,4,5, 14,15
Reference Number Action Activity Code (RNAAC). See DRN 2900, chapter 12.2.	1,4

	Volume(s)
Reference Number Category Code (RNCC). See DRN 2910, chapter 12.2.	2,4,5,6, 15
Reference Number Category Code Combination. Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.	
Reference Number Format Code (RNFC). See DRN 2920, chapter 12.2.	4,5
Reference Number Justification Code (RNJC). See DRN 2750, chapter 12.2.	1,4
Reference Number Status Code (RNSC). See DRN 2923, chapter 12.2.	
Reference Number Variation Code (RNVC). See DRN 4780, chapter 12.2.	2,4,5,15
Reference/Partial Descriptive Method Reason Code (RPDMRC). See DRN 4765, chapter 12.2.	1,2,4
Reinstated Federal Item Identification. A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4,6
Remote Ouput Format Code. See DRN 0841, chapter 12.2.	16
Reparability Code - Coast Guard. See DRN 0709, chapter 12.2.	1
Reply. A reply (data item) is the answer to a specific requirement.	3,4
Reply Code. A code that represents an established reply to an approved requirement.	3,4
Reply Table. A listing of replies (data items) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	3,4
Report Control Symbol (RCS). Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2,14
Reports Generator. Designed to produce one-time listings or reports from the FLIS files.	1,5
Requirement. A definition of a required characteristic.	3,4
Requirement, Lead-In. A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a MRC, nor does it ever require a reply.	3

	Volume(s)
Requirement, Major. A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	3
Requirement, Subordinate. A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	3
Retail Manager (RM). A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by a IMM, including DNA, NSA, and TACOM.	6
Retroactive Coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
Return Coding. A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6
Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6
Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1,2,6,
Secondary Address Code(SAC). See DRN 8990, chapter 12.2.	1,3,4
Secondary Address Indicator Code (SAIC). See DRN 9485, chapter 12.2.	3
Secondary Inventory Control Activity (SICA). See DRN 2938, chapter 12.2.	1,2,6, 13,14
Service/ Agency Designator Code (SADC). See DRN 4672, chapter 12.2.	2,4,15
Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.	2,6,13,14
Shelf Life Code (SLC). See DRN 2943, chapter 12.2.	6,15

	Volume(s)
Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.	1,2
Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.	4
Single Submitting Activity. See DRN 9255, chapter 12.2.	2,4
Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.	4
Source of Supply Code (SOS). See DRN 3690, chapter 12.2.	4,5,6, 14,15
Source of Supply Modifier Code (SOSM). See DRN 2948, chapter 12.2.	6
Specially Designed Item. The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment" as used in the notes in Cataloging Handbooks H2-1 and H2-2. In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.	4
Special Packaging Requirement. See DRN 0725, volume 12.	
Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.	4
Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program.	1
Statistical Indicator Code. See DRN 3708, volume 12.	
Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.	
Submitter Code. See DRN 2535, volume 12.	

	Volume(s)
Submitting Activity. Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,3,4, 5,6,7
Submitting Activity Code. See DRN 3720, volume 12.	1,4,5,15
Supply Management Data. Item data which do not affect NSN assignment but are necessary to support logistics functions.	3,6
Supply Support and Cataloging Action Request. Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
Supply Support Request (SSR). A request submitted by the activity responsible for supporting an end item being provisioned to a Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
Suspense File. The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/ Agency for the implementation of a logistics data transaction within DLSC.	1,4,5
System Change Request (SCR). A formal request for modification of the FLIS. The SCR will be assigned one of the following priorities.	1,6,15
a. Routine - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation.	
b. Expedite - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation.	
c. Emergency - an SCR required to maintain the operational status of FLIS.	
System Control Number(SCN). See DRN 3735, volume 12.	4,6
System Support Record (SSR). The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-Up, Graphics, Process Control, Mass Changes to FLIS data base Mass Data Retrieval, and Tailored Data Interrogations.	1,2,5, 6,7,13, 14,15

	Volume(s)
Technical Feasibility. The determination of whether the development of a data system change is possible within the limits of available technology.	1
Training Quality Items. Items designated for use on or with training nuclear weapons or on nuclear ordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.	4
Type of Cargo Code. See DRN 9260, volume 12.	1,2,15
Type of Financial Management Control. See DRN 0729, volume 12.	
Uniform Freight Classification Code (UFC). See DRN 3040, volume 12.	1,2,6,15
Unit of Issue (U/I). See DRN 3050, volume 12.	2,6, 14,15
Unit of Issue Conversion Factor. See DRN 3053, volume 12.	6
Unprocessable Transaction. Transactions which did not contain the minimum essential control elements required for processing. These transactions are not queued for further processing and are not retained in the FLIS files.	1,2,4,6
Using Service Code. See DRN 0745, volume 12.	
Voluntary Standard. A product standard developed under procedures published by the Department of Commerce. Its adoption by a particular industry, company, or organization is voluntary. It is used as a standard for the procurement and production of a product.	6
War-Reserve Quality Items. Items authorized for use on or with war-reserve nuclear weapons but not designated for use on training nuclear weapons or test and handling equipment.	4
Water Commodity Code. See DRN 9275, volume 12.	1,2,15
Withdraw. The word "withdraw" in these procedures refers specifically to activity action to remove existing data from DLSC files.	2,6

ITEM IDENTIFICATION
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CHAPTER 1 GENERAL

4.1.1 Introduction

This volume identifies the criteria for item identification and NSN assignment.

a. Procedural guidance governing the Federal Logistics Information System to ensure efficient operation of the FLIS are contained in this manual. Procedures necessary to perform cataloging functions are developed, maintained, and disseminated in this manual.

b. An item of supply to be included in the FLIS is named, described, and classified in such a manner as to ensure that each item is identified by one, and only one, NSN.

c. The Federal Supply Classification (FSC) structure, as prescribed in this manual, is used in item classification actions. Each item included in the FLIS is classified within the FSC and shall be assigned to one, and only one, 4-digit class. Items are assigned, to the maximum degree, to a specific FSC on the basis of what the item is and not according to item application or intended use.

d. Each item of supply identified in the FLIS is assigned a 13-digit NSN which is used in all U.S. materiel management functions. The NSN consists of the appropriate 4-digit FSC code and a 9-digit National Item Identification Number (NIIN). The NIIN consists of a 2-digit National Codification Bureau (NCB) code (U.S. NIINs assigned pre-FLIS have NCB "00" and those assigned post-FLIS have NCB "01" followed by a 7-digit nonsignificant number. When the NSN is used in mechanized records, it may be entered without hyphens, but is printed on hard copy listings and tabulations as 4-digits, hyphen, 2-digits hyphen, 3-digits, hyphen, 4 digits (0000-00-123-4567). When a hyphen symbol is not available, the

NSN is printed with a blank space in lieu of the hyphen (0000 00 123 4567).

e. Each item of supply produced by a NATO member nation other than the U.S. will be identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government they are identified by the NATO Stock Number in internal management of the item in the U.S.

f. A Permanent System Control Number (PSCN) is assigned for control purposes to identify items established in the system prior to assignment of an NSN to a standard items. The PSCN consists of the appropriate 4-digit FSC, a 2-digit NCB code and a nonsignificant 7-position alpha/numeric system control number.

g. Subsequent to NSN assignment to an item, the NSN is the only stock number used to identify that item in all logistics operations. Logistics management codes, or other management symbols, may be associated with, but never included as a part of, the NSN. These management codes or symbols must always be separated from the NSN in such a manner that the NSN is clearly identifiable.

4.1.2 Scope

a. In the Federal Catalog System, the concept of each item of supply is expressed in, and fixed by, an item identification. The item identification will consist of the minimum data required to establish characteristics of the item. They give the item its character and differentiate it from every other item of supply. (The principles of the Federal Catalog System are contained in the Federal Catalog System Policy Manual, DoD 4130.2-M.)

(1) Item identifications may originate within any department or agency. Because each expressed characteristic tends to differentiate item identifications, the need arises for determining when different item identifications actually apply to the same item of supply. Each item identification, therefore, must consist of sufficient characteristics to reveal any duplication that may exist.

(2) Each item identification will be adequate, in whole or in part, for determination of requirements, procurement, production, distribution, redistribution, maintenance, and disposal of materiel.

(3) Basic Principles of Item Identification:

(a) Each item identification shall be applicable to one, and only one, item of supply.

(b) Each item of supply shall have applicable to it one, and only one, item identification.

(c) The submittal of all known part/reference numbers related to an item of production or an item of supply with the applicable Reference Number Variation Code (RNVC) and Reference Number Category Code (RNCC) is mandatory.

(4) Activity Determination.

(a) Each Government activity shall determine, and be able to justify, its items of supply in terms of technical considerations and logistics responsibilities. An activity shall define its items in the broadest possible terms that will assure identification consistent with the requirements of its logistics responsibilities.

(b) Because of this item-of-supply principle, item-of-supply concepts covering closely related items may exist at different levels of detail or tolerance, according to the number and nature of the

characteristics included in the concepts. In this situation the broader item of supply may overlap the narrower item of supply in terms of the range of pieces or objects covered by each. Each such different item of supply, the broader and the narrower, is assigned a separate National Stock Number (NSN).

(5) Basis for Identification:

(a) The identification and differentiation of an item of supply rests on the characteristics inherent in the concept of the item. The characteristics appropriate to a particular concept can be disclosed only by technical research, which therefore serves as the foundation for the process of item identification.

(b) Characteristics of an Item of Supply:
Physical characteristics consist of everything that enters into the makeup of the item, such as structure, material content, chemical composition, electrical data, dimensions, formation or arrangement of parts, principles of operation. Performance characteristics consist of the special or peculiar kind of action or service provided by, and expected of, the item because of its physical characteristics.

b. Under FLIS, *NIIN/PSCN record* is segmented into groups of related data elements normally associated with a given logistics function such as item identification, standardization, freight classification, catalog management data, and others. This provides for "modular" or "building block" construction of an item-oriented record. Segments or individual elements are added to the basic record (built as a result of the item identification operation) for the item.

c. This volume is limited to the item identification operation, i.e., construction of the base record

and actions for subsequent maintenance of the item-of-supply concept as situations for adjustment develop. It outlines item-of-supply concept parameters in accordance with the Federal Catalog System Policy Manual and automated design guidance.

(1) New items introduced into the supply system result in the preparation and submission of an item identification for the assignment of a NIIN by DLSC. Once assigned, the NSN (i.e., the Federal Supply Class (FSC) and NIIN) identifies the item for all logistics functions. As a result of standardization actions, certain items are described and assigned a PSCN to establish the parameters of a potential item of supply.

(2) Although throughout this manual the terms PSCN and NIIN are used synonomously, the PSCN is identified and numbered as a potential item of supply to be converted to a NIIN as need for the item becomes known. PSCN records, therefore, will not contain B (Major Organizational Entity (MOE) Rule and Related Data) or H (Catalog Management Data (CMD)) segments. These segments will be introduced (segment B) with the conversion transaction and subsequently added to the Service's Management Data List (ML) (segment H) on the effective data.

(3) This volume has been divided into chapters according to the major kinds of processing required to submit data into FLIS. (Refer to the Table of Contents for the particular operation to be performed.) Preparation and transmittal of item logistics data is to be performed in accordance with the guidelines contained herein.

d. Promulgation and Utilization of Item Identifications.

(1) Publication and Distribution of Federal

Identifications (FIIs). Descriptive Method (Type 1, 1A, 1B, 4 4A, 4B) and Reference Method (Type 2) FIIs are published and distributed to Government activities and may also be distributed to private industry as stated in paragraph 15.1.1.c of this manual.

(2) Use of FIIs

(a) FIIs are promulgated to the various Government activities with the Federal Catalog data to be used to serve the following:

(1) A medium to be used as a standard language or terminology understandable and usable throughout the Federal Government in all of the various functions of supply management, including determination of requirements, procurement, production, distribution, maintenance, and disposal of materiel.

(2) As an aid in establishing equivalency, interchangeability and substitutability between items of supply.

(3) As an aid in the reduction, through the elimination of duplicate item identificatons, of the number of items procured, stored and issued.

(4) As the basis for effective cross servicing.

(5) As a tool for industrial mobilization planning and for industrial mobilization.

(6) As the basic source of catalog data to be used in the preparation of any document or publication disseminating catalog data. (Any activity may add whatever data is required solely for its own use, provided that the item of supply concept expressed by the FII is not changed thereby).

(b) Portions of a FII may be extracted as deemed appropriate to meet the needs of the particular use to which it is put, and the sequence of the data may be varied to the extent deemed most effective for that use, provided that extraction and rearrangement does not have the effect of altering the item of supply concept expressed by the FII. Similarly, certain terms, symbols, and abbreviations which normally consist of or contain lower case letters appear in FII's in upper case letters due to the method of transmission. Such data, when used in activity catalogs, manuals, allowance lists, and other publications, may be converted from upper case to lower case letters in order to conform with standard practice and usage.

4.1.3 Stock Numbering Criteria.

a. Items of personal property in the FLIS that are recurrently used, bought, stocked, or distributed are named, described, classified, and numbered so that only one distinctive combination of numerals (NSN) identifies the same item throughout the Federal Supply System. This includes:

(1) Items selected for central management, procurement and stockage, including both centrally and locally procured items.

(2) Items stocked in the main/consolidated supply component of a consumer installation for the purpose of providing supply support to area requisitions.

(3) Items, including local stock numbered items, for which three or more material demands/requisitions are recorded within a 180 day period without regard to the Military Service(s)/Civil Agencies from which the demands were received. All user interest will be registered in the FLIS for

each participant from which demands have been received. This criterion also applies to items procured directly from a commercial source for immediate use.

(4) Items other than the above which, at option of each Military Service/GSA component, are required to comply with logistics programs wherein identification by NSN is essential.

(5) Items provided through the Foreign Military Sales Program, NATO agreements and other U.S. bilateral agreements.

b. Items in the following categories will be excluded from being assigned NSNs, and may be assigned local stock numbers. (NOTE: A local stock number may be configured the same as an NSN, i.e., thirteen characters, except that the last nine characters may not all be numeric.)

(1) Items procured on a one-time basis for immediate use in research and development, experimentation, construction, installation, and maintenance.

(2) Items furnished by contractors in fulfillment of service contracts which may provide for overhaul and repair of specified equipments, providing such items are consumed in the overhaul cycle and do not enter the logistics system.

(3) Printed forms, charts, manuals, books, or the like, subject to central administrative numbering controls within a bureau, service or command.

(4) Ships, aircraft, and other major end items for which management and control are exercised through the application of unique identification systems.

(5) *Items obtained through overseas procurement and intended solely for overseas use.*

(6) *Items procured only with U.S. Nonappropriated funds.*

(7) *Items manufactured locally for use solely by the local manufacturing activity.*

(8) *Medical items which are:*

(a) *Without an Investigational New Drug Approval or New Drug Application when such is required and enforced by Food and Drug Administration(FDA).*

(b) *Unique to a single patient or requiring special fitting such as orthopedic appliances.*

(c) *Animal blood products such as sheep cells.*

(9) *Subsistence items supplied to the commissary resale systems.*

4.1.4 Considerations for Cataloging Actions. In the development of cataloging actions, it is necessary to consider a logical progression of work. These considerations outline such a progression.

a. *Interrogation -* When an activity which has not maintained complete file data desires to take any cataloging action, an LTI action shall be initiated in accordance with volume 5, chapter 5.5 to interrogate the FLIS.

b. *Recording User Interest in FLIS -* Each activity exercising cataloging responsibilities (adding, changing, deleting catalog data) shall submit to DLSC a segment B, MOE Rule, in accordance with section 4.1.6 for each NSN representing its item of

supply prior to effecting any cataloging action. (Original NIIN assignment and reinstatements of cancelled NSNs must also be accompanied by MOE Rule data.)

c. *Cataloging Action -* Where as a result of an interrogation (and research) it is determined that an appropriate Federal Item Identification (FII) does not exist, submit a proposed original (of the appropriate type) or a reinstatement to DLSC for approval.

(1) All proposed original or reinstatement FII's reflecting a Military Service or Defense Agency manager must contain a Demilitarization (DEMIL) Code.

(2) A proposed original or reinstatement of type 2, 4, 4A, or 4B FII must contain a Reference/Partial Descriptive Method Reason Code (RPD-MRC).

(3) Master Requirements Code (MRC) ELRN is acceptable in any descriptive method item identification even though it is not published in the Federal Item Identification Guide (FIIG).

d. *Cancellation action, other than the cancellation of an invalid FII, shall not be proposed by the interested activity when the FII no longer represents an active item in its supply system. The activity shall proceed in accordance with section 4.1.6. Cancellation of an FII covering an item of supply which is no longer in any supply system will be initiated only by DLSC.*

e. *Collaboration and data exchange considerations are contained in volume 2, chapter 2.2.*

f. *Control Considerations -* Each activity shall

maintain a suspense control file in Document Control Number sequence for the data which is transmitted to DLSC.

4.1.5 Special Procedures. The special preparation and submission procedures for security classified or nuclear ordnance items, national emergency procedures, and the like. See chapter 4.13 and the FCS Policy Manual pertaining to the applicable transaction.

a. **Processing Security Classified Item Logistics-** The preparation and submission, for control or decontrol, of security classified item logistics data which is secret, confidential, restricted, or the like. See chapter 4.13 for instructions applicable to security classified item logistics data.

b. **Processing Nuclear Ordnance Items -** The preparation and submission of data for nuclear ordnance items. See chapter 4.13 for instructions applicable to nuclear ordnance item data.

c. **Processing Item Logistics Data under National Emergency Conditions -** The preparation and submission for interim stock number assignments during national emergencies when communication is broken with DLSC. See chapter 4.15 for emergency NSN request procedures and volume 2, section 2.3.3 for MINIMIZE procedures.

4.1.6 Management Responsibility Data. Each active NSN must reflect at least one Major Organizational Entity (MOE) Rule, thus indicating cataloging and management responsibility (includes IMM responsibilities). (See volume 6, chapter 6.3 and volume 13.)

a. For new items and reinstatements, the applicable MOE Rule/supplementary codes shall be applied as indicated in the respective Document Identifier Code (DIC): LNC, LNK, LNR, LNW

(section 4.4.5); LBC, LBK, LBR, LBW (section 4.11.4).

b. Adoption of or withdrawal of interest (MOE Rule) from an existing NSN will be in accordance with DIC LAU or LDU, respectively. Appropriate CMD update must be included in wholesale manager input under DIC LMD.

c. Changes to registered interest against an existing NSN will be in accordance with DIC LCU. Logistics Reassignment (LR) must be submitted under DIC LMD to include both the LCU and appropriate CMD update.

d. Activities within a S/A not included in the profile represented by a recorded MOE Rule may be added as supplementary collaborators or receivers in accordance with DIC LAD, changed in accordance with DIC LCD, or deleted in accordance with DIC LDD.

e. **Hq DLA (MMSLP/LI)** shall act as the DLA contact point for matters concerning the FLIS Materiel Management Decision Rule Tables (MOE Rules). It will resolve conflicts that cannot be resolved at the S/A/DLSC level.

4.1.7 International Use of Federal System of Item Identification. Standardization Agreement (STANAG) 3151 (Appendix D) provides a uniform system of item identification for use by the NATO Armed Forces. STANAG 3151 has been ratified by members (including U.S.) and was promulgated by the NATO Military Agency for Standardization. It provides for the adoption, for use within the signatory countries' armed forces assigned to NATO, of the United States Federal System of Item Identification as the basis for the NATO Item Identification system.

of the United States Federal System of Item Identification as the basis for the NATO Item Identification system.

TESTJA12345- CWX654321#).

o. ZZZV-FSC Application Data. The MRC to be used when the Federal Supply Classification (FSC) code number is assigned to an item on the basis of its application. The name of the next higher classifiable assembly, or the kind of equipment, as appropriate, with which or in which the item is used will be given in clear text. If the item is not classified as above, the MRC will be omitted (e.g., ZZZVG-SPRAY GUN, PAINT#). The following instructions and interpretations are furnished for guidance in replying to this requirement and should be carefully studied before a reply is made:

(1) Application to Components or End Items. Reply to this requirement when assignment of the FSC is determined by the classification appropriate to the next higher classifiable assembly for which the item is specifically designed, or by the use of the item in or with a specific kind of equipment.

(2) Determination of the Next Higher Classifiable Assembly. The next higher classifiable assembly shall be determined in accordance with the Federal Catalog System Policy Manual (DoD 4130.2-M). Reply to this requirement in sufficient detail to indicate clearly the appropriate FSC class.

Example:

An antenna specifically designed for use in an airborne radio navigation system is excluded from FSC class 5985--Antennas, Waveguides, and Related Equipment by a note at the head of the Class. It is classified with its next higher classifiable assembly in FSC 5826. The appropriate reply is RADIO SET, NAVIGATION, AIRBORNE.

(3) The specific kind of equipment shall be determined in accordance with the Federal Catalog System Policy Manual.

Examples:

1. An engine dial indicating pressure gage is classified in FSC class 6620. The appropriate reply is ENGINE.
2. A piston ring is classified in FSC class 2815. The appropriate reply is DIESEL ENGINE.

4.5.4 Administrative Data Requirement. An Administrative data requirement will be submitted, as applicable, immediately following the last FIIG requirement reply, using the MRC and mode code given below:

MRC	Mode	Requirement	Example
9001	A	Nonduplication of NSN. (Indicates that, though characteristics seem similar, research revealed difference(s) requiring assignment of different NSN.)	9001 A5905-00-123-4567# 9001 A5905-00-123-4567\$\$ A5905-00-345-6789#
CLQL	G	COLLOQUIAL NAME (Common usage name by which an item is known)	CLQLGWOVEN WIRE CLOTH#

4.5.5 Differentiation Characteristics for a Manufacturer's Reference Number. Reply to MRC ZZZY when the item of supply contains a feature not inherent in the manufacturer's number or when the manufacturer's number does not fully identify the item because it covers a range of

items (type 1B or 4B item identification). *Reference Numbers and/or differentiating characteristics for FIIs are used for revealing item of supply concept duplications, similarities, and other relationships.*

a. A specific reply to MRC ZZZY shall be included, even though the differentiating characteristic(s) is given in reply to the identification requirements, in which case the reply shall be by reference (e.g., AS DIFFERENTIATED BY COLOR).

b. All those differentiating characteristics shall be given in reply to MRC ZZZY which are necessary to differentiate the item of production from other items bearing the same number of the same manufacturer.

c. A reply to MRC ZZZY shall not reference an identification requirement to which the reply has been omitted.

d. When an item represented by a vendor's number on a source control drawing has separable spare parts and it is necessary to establish a separate NSN for the vendor's item, a type 1B or 4B item identification is required. The reply to MRC ZZZY shall read as follows: ZZZYGAS DIFFERENTIATED BY THE SOURCE CONTROL DWG NO.#.

e. ZZZY Reference Number Differentiating Characteristics. The MRC to be used when the item of supply contains a feature not inherent in the manufacturer's number, or when the manufacturer's number does not fully identify the item of production because it covers a range of items. The data for the item will be entered as required under MRC ZZZY (e.g., ZZZYGAS DIFFERENTIATED BY COLOR#; ZZZYGAS DIFFERENTIATED BY MODEL B#). The appropriate reply phrase for MRC ZZZY is AS DIFFERENTIATED BY fol-

lowed by the full title of the requirement, the reply for which contains the variation.

f. When an item requires coding as a type 1B or 4B, the ILDT must contain a positive reply to MRC ZZZY (e.g., ZZZYGAS DIFFERENTIATED BY EXTRA LONG REFERENCE NUMBER#). List the entire extra long reference number under MRC ELRN (e.g., ELRNGJFDRI3271 11461231927455145322178136166773AFODK#).

g. The requirements title portion of a reply to MRCs ZZZW, ZZZX, and ZZZY must be input exactly as it appears in the FIIG. NOTE: If the reply to MRC ZZZW, ZZZX, and ZZZY consists of data not covered by any other requirement in the FIIG, the variation data will be input in full text. Examples of valid replies would be: 7 IN. LG; 3300 RPM; KEYWAY ON DRIVE END; etc.

4.5.6 Use of FIIG A239 - Miscellaneous Items. This FIIG is to be used with any Approved Item Name (AIN) listed in Cataloging Handbook H6 as referencing A239 or with any unapproved name (any name to which Item Name Code (INC) 77777 may be applied) to provide a limited amount of descriptive data for item identification. The purpose is to furnish some descriptive data, as opposed to developing a type 2 item identification which has no provision for descriptive data. Either section I or III data is sufficient to meet the requirements of FIIG A239.

a. Instructions in the General Information pages of FIIG A239 apply fully.

b. MRC TEXT is used to reflect any descriptive data available. There is no restriction on the amount, nor is there a sequencing order. Each element of descriptive data must be separated by a

semicolon. When needed, use authorized abbreviations, unless otherwise directed (e.g., TEXTGSILVER; RECTANGULAR; 6 IN.W; 15 IN.L; ROMAN NUMERAL INSCRIPTION MCMXXI#).

- c. MRC ZZZY must be answered when the proposed type of item identification is 4B (e.g., ZZZYGAS DIFFERENTIATED BY MATERIAL).
- d. Any MRC in section I or III qualifies the item as a type 4 or 4A item.
- e. Item Identifications under FIIG A239 are limited to type 4, 4A(M), or 4B(N).

chapter 8.1 for fixed format procedures, volume 9, chapter 9.1 for variable format procedures and volume 2, section 2.3.2 for data transmission procedures. (See DIC LCD if the other data element(s) are to be changed but no FSC change is involved.)

(3) Change Data Element(s) (LCD). The preparation and submission, when no FSC change is involved, of the following data elements for an existing NIIN or PSCN:

Guide Number, FIIG Item Name Code
Item Name Non-Approved Type of Item
Identification Reference/
Partial Descriptive Method Reason
Code Demilitarization Code Criticality Code,
FIIG

When changing combinations of type, item name, or FIIG number concurrently, an LMD transaction must be submitted. When an LMD transaction involves a transfer from type 2 to any descriptive type, the Guide Number, FIIG (DRN 4065) and Criticality Code, FIIG (DRN 3843) are mandatory data elements in segment R of DIC LCD. See chapter 4.9 for instructions covering the applicable data elements being changed. See DIC LCG if an FSC is also involved. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

(4) Add Data Element(s) (LAD). The preparation and submission of data to add the Reference/Partial Descriptive Method Reason Code or the Demilitarization Code to an existing NIIN. This transaction is used when transferring or revising the type of Item Identification (II) to a type 2, 4, 4A(M), or 4B(N) from any other type of II or when adding the RPDMRC to one of these types of II for the first time. See chapter 4.9 for instructions applicable to RPDMRC and type changes. See volume 8, chapter 8.1 for fixed format procedures or volume

9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures. See DIC LMD for multiple input DIC submittals since this transaction normally requires that a type change accompany it within the same transaction package.

4.8.2 Revision of FSC

a. Authority and Method for revision. The revision of a FSC assigned to a FII may be effected by DLSC or may be proposed by an activity upon its own initiative, or upon instruction from the Directorate of Logistics Information Management, DLSC-S, for review and approval in accordance with the Item Identification section in this manual.

b. Restriction on Revision. The FSC assigned to a Type 1, 1A, 1B, 4, 4A, or 4B FII shall not be revised under the conditions cited in subparagraph c(3), (4) and (5) below, except when collaboration with all using activities furnished adequate evidence to support such reclassification. The FSC assigned to a Type 2 FII shall not be revised under any of the conditions cited below, except when collaboration with all using activities furnished adequate evidence to support such reclassification.

c. Conditions for Revision. Subject to the restriction stated above, the FSC to a FII shall be revised:

(1) When it is determined that the FSC was incorrectly assigned because:

(a) The assigned code number is a nonexistent code number.

(b) The FSC structure authorized classification of the item represented the FII in one single class only, and the assigned code number is other

than the single authorized code number.

(c) The FSC structure authorizes classification of the item represented by the FII on the basis of application to its next higher classifiable assembly, and the assigned code number is other than the correct code number for the next higher classifiable assembly cited in reply to PAC ZZZV (FSC Application Data).

(2) When a change in the FSC structure makes the assigned FSC incorrect.

(3) When the FSC, assigned on the basis that the item was specially designed, is subsequently determined to be incorrect because the item is proved to have application to two or more different types of equipment, and is therefore appropriately classified as a "multiapplication" item in the class established for the multiapplication item.

(4) When the FSC was assigned on the basis of multiple application of the item to two or more different types of equipment, and it is subsequently determined that the item is, in fact, specially designed.

(5) When the FSC was assigned on the basis of application of the item to one of its next higher assemblies, and the application is subsequently determined to have become obsolete, or less useful to the using activities than a FSC assigned on the basis of application to a different higher assembly.

d. When the FSC Assigned to an FII requires revision, the activity desiring to propose such revision shall proceed in accordance with the following paragraphs.

(1) Forward to all recorded collaborating activities for concurrence proposed revised FSC data in accordance with volume 2, chapter 2.2.

(2) Prepare an FII in accordance with volume

2, chapter 2.8 and volume 8 or 9 reflecting the proposed FSC, which is concurred in by all authorized collaborators, in segment A.

4.8.3 Change FSC and Item Name; FSC and Type of Item Identification; or FSC, Item Name, Type of Item Identification, and RPDMRC for a Type 2 FII

a. Prepare and forward a Change Data Element action (LCD) or a Change FSC, Item Name, Type of Item Identification, or RPDMRC action (LCG) in accordance with section 4.8.1 for each type 2 FII for which a change in name or name and FSC is concurred in by all recorded collaborating activities.

b. When the item identification type code of a type 2 requires change, the resulting item will be either a type 1, 1A(K), 1B(L), 4, 4A(M), or 4B(N). Change of type for a type 2 requires a transfer action in accordance with chapter 4.9.

c. FSC changes only will be prepared in accordance with section 4.8.2.

4.8.4 Reference Number Change Actions

a. Reference number changes (i.e., CAGE Codes and/or reference numbers) require that two transactions be submitted concurrently (LMD) within the same document number for processing: i.e., an Add Reference Number action (LAR) in accordance with volume 2, chapter 2.9 and Delete Reference Number action (LDR) in accordance with section 4.8.5.

b. Reference number related code changes are submitted under DIC LCR. The reference number and CAGE Code cannot be changed with this DIC. However, when using this DIC the reference number and CAGE Code must be submitted as recorded in the FLIS.

(1) When the reference number for which the

Reference Number Category Code proposed for change is not a source control reference, definitive/non-definitive Government specification or standard designator reference, or design control reference, prepare a Change Reference Number Related Code action (LCR) for each RNCC requiring a change, other than for the reference number given in reply to standard data MRCs for FIIGs. Changes to reference numbers given in reply to standard data MRCs shall be in accordance with section 4.8.1.

(2) When the reference number for which the RNCC proposed for change is a source control reference, definitive/nondefinitive Government specification or standard designator reference, or design control reference (see volume 10, table 8), forward to all recorded collaborating activities for concurrence each Reference Number Category Code requiring a change, other than for the number given in reply to standard data MRCs. Changes to reference numbers given in reply to standard data MRCs shall be in accordance with section 4.8.1. (See volume 2, chapter 2.2.)

(3) Prepare and forward reference number data actions to DLSC, as applicable, for each RNCC requiring change which has been concurred in by all recorded collaborating activities.

c. Submittal of Reference Number Maintenance. The preparation and submission of maintenance to the reference number and the reference number related data (in the FLIS data base) associated with an existing NIIN or PSCN.

(1) Add Reference Number and Related Codes (LAR). The preparation and submission of reference number(s) in specified format along with the mandatory related codes (RNAAC, Document Availability Code (DAC), RNCC, etc.) to be added to an existing NIIN or PSCN. See section 4.8.1 for applicable instructions and volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter

9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures. See chapter 4.15 for instructions pertaining to NATO (North Atlantic Treaty Organization) Stock Numbers.

(2) Delete Reference Number(s) (LDR). The preparation and submission of reference number(s) in specified format for deletion of the cited reference number(s) and reference number related codes (RNAAC, DAC, RNCC, etc.) from the existing NIIN or PSCN. See section 4.8.5 for applicable instructions and volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures. See chapter 4.15 for instructions pertaining to NATO Stock Numbers.

(3) Change Reference Number Related Codes (LCR). The preparation and submission of reference number(s) and the required elements for changing data (RNCC, DAC, RNAAC, etc.) related to the cited reference number(s) for an existing NIIN or PSCN. This transaction cannot be used to change a reference number as it can change only the related data. An LAR (Add Reference Number) and an LDR (Delete Reference Number) must be used for that purpose. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

4.8.5 Delete Reference Number

a. Any proposed deletion of a reference number should be submitted in the same configuration as the number is recorded in the FLIS data base.

b. When it is determined that a reference number should be deleted from an FII, refer to volume 10, table 6, note 3, prior to initiating any action. (See volume 2, chapter 2.2.)

c. When a reference number is associated with a reply to standard MRCs for FIIGs, it must be processed in accordance with 4.8.1b.(3).

d. Prepare and forward a Delete Reference Number action (LDR) in accordance with section 4.8.4 and volume 8 for fixed format input or volume 9 for variable format input.

e. When one or more activities nonconcur in the proposed deletion of a source control or design control reference on a type 2 FII, prepare and forward to DLSC a proposed original item identification in accordance with chapter 4.4. The new FII will reflect all references related to the type 2 FII for which deletion of reference(s) was proposed except the reference(s) whose deletion was not concurred in.

f. Notify concurring and nonconcurring activities when, as a result of collaboration, an original item identification has been transmitted to DLSC in lieu of the proposed deletion of reference number(s) because one or more activities did not concur in the proposed action.

4.8.6 Revision Procedure when RPDMRC 5 is Reflected. This follow-up procedure shall be used when **RPDMRC 5** is reflected on an item record for a type 2, 4, 4A, or 4B item identification.

a. Action by the Originating Activity (Due to Lack of Technical Data).

(1) Takes appropriate action to obtain technical data adequate for the preparation of a type 1, 1A, or 1B item identification to replace the type 2, 4, 4A, or 4B item identification. Follow-up action for required source data shall be taken when 90 and 120 suspense days have elapsed since date of NSN assignment/reinstatement if adequate technical data has not been received.

(2) Upon receipt of adequate technical data, takes immediate action to update the existing type 2, 4, 4A, or 4B item identification to a type 1, 1A, or 1B item identification in accordance with chapter 4.4 or 4.11.

(3) When adequate technical data for preparation of a type 1, 1A, 1B item identification cannot be obtained within 150 days from date of NSN assignment/reinstatement, prepare an LCD transaction to change RPDMRC 5 to another valid RPD-MRC.

(4) Activity code 75 (General Services Administration) is considered to be the originating activity for all Civil Agencies except activity codes 48 (Federal Aviation Administration), 03, and 08. Activity code 48 is considered to be the originating activity for activity codes 03 and 08.

b. Action by the Originating Activity (Press for Time). As soon as time permits, but not later than 150 days from date of NSN assignment, take appropriate action to revise the type 2, 4, 4A, or 4B item identification to a type 1, 1A, or 1B item identification in accordance with chapter 4.4. or 4.11.

c. Action by DLSC

(1) When an item identification exists in the suspense system after elapse of 180 days from date of NSN assignment/reinstatement, forwards DIC KFP notification with Follow-Up Condition Code FD to the originating activity informing them of the delinquency. If the originating activity cannot be a submitting activity, forward the date to the responsible submitting activity. If the originating activity is a NATO or other foreign country, the notification will be forwarded to the submitting activity.

(2) DLSC will generate listings on a semiannual basis for items in the FLIS data base which reflect an RPDMRC 5 and 210 or more days have

passed since the date of NSN assignment/reinstatement. These listings will contain the NSN, date of NIIN assignment, RPDMRC, originator of NSN, and the current authorized submitting activity. The listings will be forwarded to the appropriate headquarters catalog office. These NSNs will keep appearing on the semiannual listings until corrective action is taken.

4.8.7 Add/Change DEMIL Code for Inactive Items (LCD)

a. Demilitarization (DEMIL) Code additions/changes may be performed by DLSC and DRMS-OA when there are no DoD activities recorded as users on an item.

(1) Items are in an inactive status (no user; no recorded Major Organizational Entity (MOE) Rule).

(2) Items are in a cancelled status (NIIN/PSCN Status Codes 3, 4, 5, 7, and 8).

b. Services/Agencies will forward all known conditions for DEMIL additions/changes for the above conditions to DRMS-OA for appropriate action. DLSC and DRMS-OA may also make the additions/changes as they are determined by file surveillance, quality assurance programs, and periodic file updates.

c. DLSC will perform the additions using DIC LAD and activity code 98. DRMS-OA will perform the additions using DIC LAD and activity code U7.

d. DLSC will perform the changes using DIC LCD and activity code 98. DRMS-OA will perform the changes using DIC LCD and activity code U7.

e. File Maintenance for FSC distribution recipients will be output on DIC KAD or DIC KCD, Segment R, with the revised DEMIL Code.

f. DRMS-OA will resolve any rejects resulting

from these actions.

4.8.8 Service/Agency Designator Code (SADC)

a. A code designating the Military Service or Agency that made a decision to accept a substitute item offered for the initial reference number request. These reference numbers will reflect a Reference Number Category Code (RNCC) of C.

b. The SADC can only be established in the DLSC FLIS data base with DIC LAR. It can only be deleted from the FLIS data base when the reference number is deleted (DIC LDR). It can be changed with DIC LCR.

c. Any reference number coded with an RNCC of C must reflect an SADC.

CHAPTER 9

TRANSFER OF A FEDERAL ITEM IDENTIFICATION (FII)

4.9.1 Transfer of a FII. The Full Descriptive Method of item identification is the preferred type of item identification. Although the transfer of an item identification is also a revision to a FII, it is separated from the policy for revision to a FII to provide special emphasis.

a. Authority and Method for Transfer. The transfer of a Type 2 FII to a Type 1, 1A, 1B, 4, 4A, or 4B or any type 4 to any Type 1 shall be effected by the Logistics Information Manager, DLSC, or shall be proposed by an activity upon its own initiative or upon notification from the Logistics Information Manager. When a FII transfers from a Type 2 to a Type 1, 1A, 1B, 4, 4A or 4B, or any Type 4 to any Type 1, the NIIN shall also transfer (the entire NSN will transfer if the FSC does not change in the process). Transfers shall be coordinated/collaborated under the rules contained in this manual.

4.9.2 Transfers from a Reference Method II to a Descriptive Method II

a. Prepare a proposed descriptive method item identification in accordance with chapter 4.5 and volume 8 or 9 as applicable. The transfer of a type 2 FII to a type 1, 1A, 1B, 4, 4A, or 4B will not be approved without the concurrence of all recorded using activities, except a type 2 representing a single item of production proposed for transfer to a type 1A or 4A. (See volume 2, paragraph 2.2.3.a.(10).)

(1) Enter the existing National Item Identification Number (NIIN) and assign the Federal Supply Classification (FSC) code applicable to the proposed transferred item identification.

(2) When the proposed descriptive method item identification (transfer) is sufficiently close to, but not an actual duplicate of, an existing FII, use Master Requirement Code (MRC) 9001 (NDUP of

NSN-----) to preclude return as a possible duplicate. The submitting activity shall be able to substantiate that duplication does not exist, when so requested by the Defense Logistics Services Center (DLSC). When the possible duplication involves a proposed type 1A, 1B, 4A, or 4B item identification and an existing type 1 or 4 FII, the substantiation shall clearly indicate why one, and only one, item of production will meet the activity's needs.

(3) Use Document Identifier Code (DIC) LMD with appropriate combinations. (See chapter 4.7.)

To change characteristics, use DIC LCC.

For type change only, use DIC LCD.

For a type, item name, and Reference/Partial Descriptive Method Reason Code change, use DIC LCD.

For a type and FSC change, use DIC LCG.

For a type, FSC, item name, and RPDMRC change, use DIC LCG.

The Guide Number, Federal Item Identification Guide (DRN 4065) and Criticality Code, FIIG (Data Record Number (DRN) 3843) are mandatory data elements in segment R of DIC LCD when an LMD transaction involves a transfer from type 2 to any descriptive type.

(4) Reflect new type code and, if applicable, Item Name Code or non-approved item name and/or FSC changes on segment A of proposed input.

b. Prepare reference number data to add, delete, or change reference number as indicated below. All proposed reference number actions shall contain the FSC and type as it will appear on the transferred item identification and shall be submitted under the

following conditions:

(1) When a reference number currently related to the item of supply is not recorded in DLSC files, prepare a reference number action (LAR) to add the new reference number. (Includes specification and standard references reported in reply to standard data for FIIGs, Government type data reported in reply to Federal Item Identification Guide requirements for such data, and all other reference numbers.) (See volume 2, chapter 2.9.)

(2) When a reference number currently recorded in DLSC files is no longer applicable to the item of supply, prepare reference number action (LDR) to delete the reference number. (See section 4.8.5.)

(3) When a reference number currently recorded in DLSC files requires a change to reference number related codes only, prepare a reference number action (LCR) reflecting the changed data. (See section 4.8.4.) Changes in the CAGE Code and/or the manufacturer's reference number (including changes to part, drawing, type, specification, standard, and similar numbers) require the preparation of an LMD action to add reference number (LAR) and delete reference number (LDR) using the same Document Control Number. The LDR will have the lower Package Sequence Number.

(4) A reference number for the design control reference for a type 1A or 4A Federal Item Identification shall contain Reference Number Variation Code 2; the source control reference for a type 1 or 4 FII shall also contain RNVC 1. For a type 1B or 4B, the design control reference must contain RNVC 1. When proposing transfer of a Federal Item Identification, an activity shall submit appropriate data to add, delete, or change reference num-

bers so that all reference numbers related to the FII proposed for transfer are properly recorded in DLSC files.

c. Reference method FIIIs which reflect an item name that currently does not conform to the definition for an approved item name shall be submitted under FIIG A239 as a type 4, 4A, or 4B FII. When preparing this data, all available characteristic data shall be reflected in the reply to Master Requirements Code (MRC) TEXT. The Item Name Code field in segment A must be blank.

d. Reference method FIIIs which reflect an approved item name applicable to a FIIG (other than A239) but which lack sufficient technical data to prepare a type 1, 1A, or 1B FII, shall be submitted as a type 4, 4A, or 4B FII.

e. If adequate tools are not available, develop new tools or revise existing tools in accordance with volume 3. Conditions for developing new tools are one or more of the following:

- A new, or replacing, item name.
- A new, or revised, delimitation of an item name.
- A new, or revised, Federal Item Identification Guide or guide page change.
- A new, or revised, reference drawing style, section, or group.

f. FIIG A239 (Miscellaneous Items) will be used to describe items of supply identified by approved item names referenced thereto in Cataloging Handbook H6, Federal Item Name Directory. It will also be used with part names (unapproved item names) for new and existing items for which approved item names have not been developed. All items described through the use of FIIG A239 will be identified as either type 4, 4A, or 4B.

4.9.3 Transfers from a Descriptive Method II to a Reference Method II

a. In exceptional circumstances, transfers to type 2 may be authorized by DLSC provided that all recorded collaborating activities have concurred and the proposing activity furnished adequate justification. Requests will be returned unprocessed (by DLSC) unless adequate justification (see Federal Catalog System Policy Manual, DoD 4130.2-M) substantiates that existing characteristics are incorrect and correct data cannot be obtained.

b. When it has been determined that a transfer from a descriptive method FII to a reference method FII is required, the following actions will be taken:

(1) Determine whether the proposed transfer FII is a duplicate of an existing FII. When duplication is confirmed, prepare a request for cancellation in accordance with chapter 4.10.

(2) When duplication does not exist, prepare the proposed transfer in accordance with the DIC in the applicable conditions below. (See volume 8, chapter 8.1 or volume 9, chapter 9.1 for DIC formats.)

For type change only, use DIC LCD.

For a type, item name, and RPDMRC change, use DIC LCD.

For a type and FSC change, use DIC LCG.

For a type, FSC, item name, and RPDMRC change use DIC LCG.

When any of the above actions also requires adding or deleting reference numbers, DIC LMD must be used.

(3) Mail the proposed transaction with adequate justification to DLSC.

CHAPTER 10

CANCELLATION OF A FEDERAL ITEM IDENTIFICATION (FII)

4.10.1 Action by the Submitting Activity. When cancellation of an FII is required under the conditions set forth in *this manual, the submitting activity shall* prepare a request for cancellation in accordance with the following:

a. A Cancel-Duplicate (Document Identifier Code LKD) action is required when an item identification is determined to be a duplicate of another item identification representing the same item of supply. A Permanent System Control Number item identification duplicating a National Item Identification Number (NIIN) or another PSCN item identification also requires a Cancel-Duplicate action. Prepare applicable cancellation data (DIC LKD) for the item identification (NIIN or PSCN) to be cancelled. For priority of cancellation of NIINs, see volume 10, table 12. A NIIN cannot be cancelled as a duplicate of a PSCN. A PSCN can be cancelled as a duplicate of either a NIIN or another PSCN.

(1) A Cancel-Duplicate request will not be approved by the Defense Logistics Services Center (DLSC) unless the FIIs actually duplicate item-of-supply concepts. When each of the FIIs depicts a valid and different (although closely related) item-of-supply concept but only one of these FIIs is required by an activity, alternative action should be taken: Either cancel the item identification using DIC LKU (see below) or submit a Delete MOE Rule (LDU) for the FII not required and adopt (LAU) the FII required. (See volume 6, chapter 6.3 for Major Organizational Entity (MOE) Rule actions.)

(2) When an FII proposed for cancellation is considered to be a duplicate of another FII, the submitting activity shall, prior to submittal to DLSC, forward the proposed cancellation request to the collaborating activities for concurrence on DD

Form 1685 or DD Form 173. (See volume 2, chapter 2.2.)

(3) If the item-of-supply concepts expressed by item identifications do not match exactly in the content of the characteristic and/or reference number data, but they were intended and used as the same items of supply, all but one of the NSNs shall be cancelled as actual duplicates of the item of supply. Prior to submittal to DLSC, the submitting activity shall collaborate the proposal with all collaborating activities for concurrence.

(a) *Possible Duplicate Item of Supply Concepts. An item of supply concept expressed by an existing FII shall be considered a possible duplication of a proposed item identification or another existing FII when (1) there is one or more common CAGE/item identifying reference number(s) RNCC and RNVC, related to each item to indicate that the same item of production is involved. Such cases warrant reference to the PICA/SICA for verification of characteristics data, manufacturer's reference number and/or technical documentation to determine duplication. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications either as actual duplicate or as invalid, or to be used in lieu of another item identification (Cancel-Use).*

b. A Cancel-Invalid (DIC LKV) action is required when an item identification, because of incomplete, conflicting, or erroneous data, does not clearly or adequately establish the identity of the item; the item cannot be furnished by any known manufacturer; or the item for which the FII was intended is no longer in any supply system. Collaborate the proposal with recorded collaborating

activities using DD Form 1685 for mail or DD Form 173 for Electronic Transmission. Collaboration with North Atlantic Treaty Organization (NATO) countries is required for Cancel-Invalid actions. (See volume 2, chapter 2.2.)

NOTE: When a Federal Item Identification Guide is revised (i.e., revision, reprint, or page change) and FIIs require revision, DLSC may cancel the FIIs for which there is no recorded MOE Rule data.

c. A Cancel-Use (DIC LKU) action is required when two different item identifications with different NIINs do not depict actual duplicate item-of-supply concepts, but using activities have indicated that one should be cancelled to use the other. Collaborate the proposal with recorded collaborating activities using DD Form 1685 or electronically. Collaboration with NATO countries will be in accordance with section 4.10.2. Prepare a Cancel-Use action and transmit to DLSC electronically. (See volume 2, chapter 2.2.)

d. A Cancel-Inactive (DIC LKI) action is required when an FII represents an item of supply no longer in any supply system, and has been in an inactive state (all MOE Rules withdrawn) for at least five years. The Cancel-Inactive action will be used only by DLSC.

e. LKD, LKU, and LKV must be submitted with an LAD or LCM (to deactivate segment H) in an LMD package unless the wholesale manager's segment H in the FLIS data base or futures file contains the appropriate inactive Phrase Code.

f. Use the format on page 4.10-3 when requesting cancellation actions under paragraphs 4.10.1.a, 4.10.1.b, and 4.10.1.d. Include explanation; e.g., "Corrective action required because above NIIN

has been assigned to two different item identifications."

g. The use of effective dating for cancellations shall be in accordance with volume 2, chapter 2.8.

4.10.2 Collaboration with NATO Countries

a. When a FII is to be cancelled as invalid (LKV) or cancelled to use (LKU), and a NATO country is reflected in the MOE Rule Record, the proposing activity shall collaborate with DLSC-SD; DLSC-SD will collaborate with the NATO country. DLSC-SD will be given one hundred twenty days to allow for collaboration with NATO countries. If the NATO country does not concur, DLSC-SD will send a request to DLSC-SB to change the NIIN/PSCN Status Code to "1". (See Vol 10, Chap. 4, Table 9, for the list of NATO countries)

b. The activity proposing cancellation may withdraw interest for itself and other concurring U.S. activities instead of proposing cancellation if the 120 day time frame is not feasible.

4.10.3 Submittal of NIIN/PSCN Cancellation Actions

a. Cancel-Inactive (LKI) (DLSC only): The preparation and submission of data to cancel an item identification that has had no recorded MOE Rule Number for five years. The Cancel-Inactive action will only be used internally by DLSC. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

b. Cancel-Invalid (LKV): The preparation and submission of data to cancel an item identification without replacement. A LKV must be submitted with an LAD or LCM (to deactivate segment H) in

an LMD package. A LAD or LCM is not required if the wholesale manager's segment H in the FLIS or futures file contains the appropriate inactive Phrase Code. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

c. Cancel-Duplicate (LKD): The preparation and submission of data to cancel an item identification as a duplicate of another item identification. A NIIN may be cancelled only as a duplicate of another NIIN; however, a PSCN may be cancelled as a duplicate of a NSN or a PSCN. A LKD must be submitted with a LAD or LCM (to deactivate segment H) in a LMD package. If the wholesale manager's segment H in the FLIS or futures file contains the appropriate inactive Phrase Code, a

LAD or LCM is not required. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

d. Cancel-Use (LKU): The preparation and submission of data to cancel one item identification to use another even though they are not exact duplicates. A LKU must be submitted with an LAD or LCM (to deactivate segment H) in an LMD package. A LAD or LCM is not required if the wholesale manager's segment H in the FLIS or futures file contains the appropriate inactive Phrase Code. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

FORMAT FOR REQUESTING CANCELLATION ACTIONS

NSN	Item Name	Type	Date
XXXX-XX-XXX-XXXX	XXXXXXXX XXXXXXXX, XXXXXXXX, XXXXX	X	XX/XX/XX
XXXX-XX-XXX-XXXX	XXXXXXXXXXXX, XXXXXXXXXXXX, XXXXX	X	XX/XX/XX

CHAPTER 18
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